Job Announcement

Operations Lead

The deadline for applications is Tuesday 2nd January 2024

Location: Flexible global location with CET compatible time zone, ability to travel to Europe or US twice a year. Candidates must have the right to work in the country from which they are applying.

Reporting to: Executive Director

Annual salary: €60,000 - €80,000 EUR, salary will be adjusted to the cost of labour for the country in which the candidate resides.

Contract type: 1 year contract with the possibility of extension, consultancy arrangement also considered. The Global Commons Alliance is a sponsored project of Rockefeller Philanthropy Advisors (RPA) through which the candidate will be contracted.

Working hours: Full-time

Candidate level: Non-manager

Background

The Global Commons Alliance (GCA) is a network of organisations driving collaboration, innovation and funding, currently formed of 5 core components and over 70 partners. We come together from all over the world, bringing together rigorous science with diverse ideas, perspectives and solutions, in order to change mindsets, actions and systems to safeguard the ‘global commons’, the interconnected systems that support life on Earth: from the Arctic sea ice to the Amazon rainforest, from critical ocean currents to our fresh water network. Our vision is a safe and just future for people and planet. Our mission is to mobilise citizens, companies, cities and countries to accelerate systems change, and become better guardians of the global commons.
Of the GCA’s 5 components, the Earth Commission is pioneering a scientific framework defining the safe and just boundaries for a liveable planet, and the Science Based Targets Network translates this into clear goals for companies and cities. Earth HQ communicates with the public, informing them about the issues and creating pressure for action. Systems Change Lab provides insights and tracks progress on the radical changes required, and the Accountability Accelerator designs and supports ways to hold companies accountable to their commitments.

The GCA Core Team, which supports the 5 components and the GCA’s shared ambition, is looking to strengthen its operational capacity with an Operations Lead.

**Purpose of role**

The Operations Lead will provide a vital function to the Global Commons Alliance team, leading core team operations. The Operations Lead will work closely with the Executive Director to ensure the Global Commons Alliance Team operates efficiently and effectively.

This is a full-time position at the heart of a dynamic and active organization, focusing on nature and climate action around the world.

**Primary responsibilities**

The job holder will have the following key responsibilities:

1. **Core team operations**
   - Maintain a management information system of electronic files for the Core Team in coordination with RPA.
   - Format reports and presentations as needed and assigned by Core Team members.
   - Support event coordination by managing partner contact database, drafting and managing invitations & RSVPs, as well as follow-up material in support of Core Team members.
   - Support scheduling for larger internal & external meetings, online and in-person.
   - Contribute to planning, design and execution of GCA workshops with component teams.
   - Make and manage travel arrangements for the Executive Director and Core Team members for meetings and conferences.
   - Administration of expenses for Core Team members via RPA’s online systems.
   - Enable continual strengthening of GCA’s operations by designing and overseeing the implementation of plans to improve systems, processes and behaviours, together with a team across all components of GCA.

2. **Recruitment and personnel**
   - Develop and continually update the overview of GCA Core Team staffing, roles and responsibilities.
   - Manage the recruitment process of new Core Team staff.
• Manage the drafting and negotiation of contracts and fees of Core Team staff together with GCA Executive Director, Finance Lead and RPA.
• Develop and oversee the implementation of recruitment and onboarding policies and practices for the Core Team.

3. Governance Support to GCA Executive Director
• Support the Steering Committee Chair and Executive Director in the timely preparation of agenda, materials, minutes and planning for all Steering Committee meetings.
• Keep up-to-date Steering Committee member bios, contact information, and relevant distribution lists.
• Support Executive Director to prepare for, and coordinate meetings of the Coordination Team and Core Team.
• Agenda management and scheduling for Executive Director.
• Support the Executive Director with administration of expenses via RPA.

Profile

The ideal candidate will be active in the environment-development space and a highly motivated, structured and constructive individual who enjoys organisational challenges and is able to work as a key player in a small, global team to support operations across multi-dimensional programmes.

Experience and qualifications
• Minimum BA/BSc level degree.
• At least 2 years’ work experience providing administrative or operational assistance in a larger, international organisation.
• Familiarity in dealing with scientific organisations.
• Experience with executive level support.
• Extensive working knowledge of Microsoft Office Suite and Web-based tools and demonstrated capability to learn new software.
• Qualifications within- and some knowledge of climate, environment or development sector preferred.

Skills and desired personal traits
The Operations Lead will bring to our lean, entrepreneurial, and dynamic team the following ways of working:
• Highly self-motivated, with the ability to work independently and flexibly as part of a small, multi-functional, multi-cultural team in a fast-paced environment.
• The responsibility and independence to work in a remote environment, with the ability to perform routine duties, handling a variety of tasks simultaneously, setting priorities and scheduling own work.
• Strong organizational skills with a keen eye for detail, accuracy, process and efficiency
• Sound judgment, including the ability to use and show discretion and maintain high level of confidentiality.
• High degree of diplomacy and integrity.
• Excellent written and spoken communication skills and comfortable with communicating with a wide array of stakeholders, both internally and externally.
• Fluent English.
• Proficiency in additional languages is an advantage.
• Commitment to our vision and mission.

To apply for the post

To apply for this role, please submit a copy of your CV/resume and a cover letter outlining your interest in the role and how you fulfil the requirements set out in the job announcement by clicking on the following link https://recruitcrm.io/apply/17005681488850039649sFq

Please contact Zoe Oldham at zoeoldham@darylupsall.com for any queries you may have.

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